

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES MANAGEMENT OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-001

OPENING DATE: 9 January 2004

CLOSING DATE: 26 January 2004

ANTICIPATED FILL DATE: 22 Feb 04

POSITION TITLE AND NUMBER

Tools and Parts Attendant (Exc Indef)
PDCN 70247000, MD #: 6021-80

UNIT/ACTIVITY AND DUTY LOCATION

Combined Support Maintenance Shop (CSMS)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY

WG-6904-05 \$12.38 - \$14.48 per hour

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1 800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 12 months specialized experience that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. *Failure to include KSA's with inclusive dates will result in the applicant not being considered for the position.* For more information or assistance, call 1 800-621-4136 ext. 6172/6431.

1. Skill in verifying short, over, and damaged conditions of incoming stock.
2. Skill in selecting and setting up specific locations for items.
3. Skill in identifying specific items from trade and shop names used by requesters.
4. Skill in marking and tagging locations and making entries on locator cards.
5. Ability to perform maintenance on hand and power tools.
6. Skill in searching likely locations and taking recounts of items in the tools and parts room to help supply personnel responsible for the inventory to determine the basis for over, short, or misplaced items.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (CMF 13, 21, 63, 77, 89, 92)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Receives, stores, and issues hand tools, machine tools, dies, and equipment, such as measuring devices and materials, in an industrial establishment. Unpacks and stores new equipment. Selects and sets up specific storage locations according to factors such as use, size, shape, and nomenclature of items. Identifies and selects items for issue that are requested by users in trade or shop terms. Keep records of tools issued to individual workers or shops. May make adjustments or minor repairs to tools and equipment carried in stock. Prepares periodic, special, or perpetual inventory of stock. During inventories, counts stock and searches likely locations for lost or misplaced items. Determines stock replenishment levels for centrally controlled items, supplies, and other material using established guides and formulas within funding limitations. Assures that supplies and monies are not wasted through excess accumulation and that items are on hand in sufficient quantities and at the time required. Prepares requisitions for procurement of material and supplies. Reviews requisitions for completeness and compliance with regulations, revises quantities ordered based on number on hand. Recommends substitution when supply items are not available. Verifies material received against requisitions, shipping notices, or invoices to determine irregularities in orders. Examines stock to verify conformance to specifications and rejects defective articles. Reports incoming shipments of stock that are over, short, or damaged. Ensures that received items are properly stored in assigned locations. Searches for identifying or management data on items of supply. Compares data listed on documents with reference sources such as federal catalogs, stock lists, or other publications. Receives requests desiring additional identification data, verification, or comparison of data on hand with reference sources. Searches for stock number, prices, descriptions, sources of supply, or other management data. When unknown, traces part number, or type number, and manufacturer of the item of equipment. Edits supply transactions, or provides customer service for urgent critical shortage items, and other items requiring special handling, when established procedures are not applicable. Codes and classifies requisitions, shipping orders, and other documents. Extracts request to other sources of supply, or refers them to the inventory control point when stock is unavailable or cannot be shipped. May assist a journey level Automotive Mechanic and/or a journey level Heavy Mobile Equipment Mechanic by performing the simpler and more routine helper type duties. May engage in joint operations with a journey level employee as instructed by assisting in the accomplishment of his or her duties by getting tools and supplies, carrying materials, and lifting and holding materials in place during operations. As directed by the journey level employee, uses hand and powered tools of the trade to assist in the disassembly, assembly, and installation of simple component parts and units. Applies knowledge gained from previous work assignments. Receives detailed instructions from the journey level employee with each new assignment. Serves to assist the journey level employee as a helper in all phases of the journey level Automotive Mechanic and/or journey level Heavy Mobile Equipment Mechanic duties. Work is reviewed by the journey level employee while in progress and when finished. Cleans tools, parts, and equipment and keeps work areas clean and orderly. (Note: The journey level of the mechanic being assisted may be at the WG-08/09/10/11, depending on the level of organizational work authorized.) Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. The individual selected may be terminated from employment upon receipt of a 30-day notice. 6. Selected individual may be non-competitively converted to a permanent status if the position becomes permanently funded

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1